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United States Department of Agriculture,

FOREST SERVICE.

INFORMATION REGARDING EMPLOYMENT ON THE NATIONAL FOREST RESERVES.

METHOD OF APPOINTMENTS TO THE FOREST SERVICE.

On December 17, 1904, the President signed the following order:

In the exercise of the power vested in the President by section 1753 of the Revised Statutes and acts amendatory thereof:

It is ordered, That all persons employed in the field and in the District of Columbia in the "protection and administration of forestry reserves in or under the General Land Office of the Interior Department" be classified and the civil-service Act and rules applied thereto, and that no person be hereafter appointed, employed, promoted, or transferred in said service until he pass an examination in conformity therewith, unless specifically exempted thereunder. This order shall apply to all officers and employees, except persons employed merely as laborers, and persons whose appointments are confirmed by the Senate.

This order classified the whole forest reserve service and placed it under the civil-service law. On February 1, 1905, by act of Congress, this service was transferred from the Department of the Interior to the Department of Agriculture, without modification of the above order except in the further restriction entailed by the following section of the act:

SEC. 3. That forest supervisors and rangers shall be selected, when practicable, from qualified citizens of the States or Territories in which the said reserves, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole forest reserve service was placed in the Forest Service, under the direction and control of the Forester.

POSITIONS IN THE CLASSIFIED FOREST SERVICE.

PRESENT ORGANIZATION.

The field force of the Forest Service now contains the grades of Forest Inspector, Forest Supervisor, Forest Assistant, and Forest Ranger.

The position of Forest Inspector is filled only by the promotion of experienced men already in the classified forest service. Forest inspectors are assigned to inspection upon forest reserves, or in other branches of the forest work.

Forest Supervisors are appointed by promotion from Forest Rangers or Forest Assistants, and by competitive examination only when no Forest Rangers or Forest Assistants in the State concerned are qualified and available for promotion to Forest Supervisor. They are assigned to the charge of one or more reserves and now receive from \$1,000 to \$2,000 a year.

Forest Assistants are appointed only by competitive examination, and may be assigned to reserve duty or to work in other branches of the forest service. They receive from \$900 to \$1,400 a year.

Forest Rangers are appointed only by competitive examination, and are assigned to police and patrol duty upon forest reserves and to conducting the business of a reserve under the direction of the Forest Supervisor. Forest Rangers now receive from \$720 to \$1,080 a year, or \$60 to \$90 a month.

PROPOSED ORGANIZATION.

The reorganization of the forest service will take place as the necessary funds, and as men of the required training and experience, become available. The position of Deputy Forest Supervisor will be added, the position of ranger will contain the grades of Forest Ranger, Deputy Forest Ranger, and Assistant Forest Ranger, and salaries will be fixed as shown below:

Forest Supervisor	\$1,800 to \$2,500 a year.
Deputy Forest Supervisor	\$1,500 to \$1,700 a year.
Forest Ranger	\$1,200 to \$1,400 a year.
Deputy Forest Ranger	\$1,000 to \$1,100 a year.
Assistant Forest Ranger	\$800 to \$900 a year.

EXAMINATIONS.

In accordance with the law requiring the selection of Forest Rangers and Forest Supervisors, when practicable, from the States in which they are to be employed, regular examinations for these positions are held as required in each State and Territory in which forest reserves are situated. These examinations are along practical lines and include tests in the actual performance of field work. Only legal residents between the ages of 21 and 40 are eligible for Forest Ranger or Forest Supervisor. Applicants are examined as to fitness for positions in the State or Territory of which they are legal residents. Only when examinations fail to secure thoroughly qualified men are vacancies filled by the examination of applicants from other States.

The restriction as to residence is not imposed upon applicants for the Forest Assistant examination, for which the age limit is 20 years or over.

Information as to the times and places at which examinations will be held, and the steps necessary to secure admission, may be obtained *only* from the U. S. Civil Service Commission, Washington, D. C.

GENERAL QUALIFICATIONS AND DUTIES.

FOREST SUPERVISORS.

For the purpose of encouraging good men to enter the service and to do good work, as well as to utilize their experience, appointments to the position of Forest Supervisor are made by the promotion of competent Forest Rangers or Forest Assistants, when the latter can be found in the States or Territories in which the vacancies exist. Should there be no thoroughly satisfactory resident Forest Rangers or Forest Assistants, examinations of other applicants are held.

The qualifications for the position of Forest Supervisor include all those required of Forest Rangers, as hereafter outlined, with superior business and administrative ability. Applicants should not only be familiar with every detail of the work of the rangers, and with the conditions of the forest region involved, but be able to handle men, to deal with all classes of persons who do business with the forest reserve management, and to conduct the transactions, records, and correspondence of the office. Knowledge of technical forestry is desirable but not

essential. Candidates for the position of Forest Supervisor are required to furnish the most convincing proof of their moral and business responsibility.

While certain general qualifications are insisted upon in every case, special fitness for employment in a specified region is always considered. In many heavily forested regions, knowledge of timber and lumbering is more important than familiarity with the live stock business, while the opposite is true in several interior reserves where grazing problems are numerous, and little, if any, timber is sold.

Forest Supervisors must give their entire time to the service. They have full charge of their reserves, plan and direct all work, have entire disposition of rangers and other assistants, and are responsible for the efficiency of the local service. Under instructions from the Forester, Supervisors deal with the public in all business connected with the sale of timber, the control of grazing, the issuing of permits, and the application of other regulations for the use and occupancy of forest reserves. They keep the records and accounts, and conduct the correspondence and general office business of their reserves, and make reports to the Forester on all matters under their jurisdiction.

FOREST ASSISTANTS.

The position of Forest Assistant requires technical qualifications of high order, and entails an examination which no man may reasonably expect to pass unless he has been thoroughly trained in scientific forestry, dendrology, and lumbering. Forest Assistants may be assigned to any part of the United States, and must be competent to handle technical lines of work, such as the preparation of working plans and planting plans, the investigation of the silvical characteristics and the uses of commercial trees, the study of problems in wood preservation, and to conduct many other investigations requiring a trained forester.

FOREST RANGERS.

To be eligible as Forest Ranger of any grade, the applicant must be first of all, thoroughly sound and able-bodied, capable of enduring hardships and of performing severe labor under trying conditions. Invalids seeking light out-of-door employment need not apply. No one may expect to pass the examination who is not already able to take care of himself and his horses in regions remote from settlement and supplies. He must be able to build trails and cabins and to pack in provisions without assistance. He must know something of surveying, estimating and scaling timber, lumbering, and the live-stock business. On some reserves the Forest Ranger must be a specialist in one or more of these lines of work. Thorough familiarity with the region in which he seeks employment, including its geography and its forest and industrial conditions, is usually demanded, although lack of this may be supplied by experience in other similar regions.

The examination of applicants is along the practical lines indicated above, and actual demonstration, by performance, is required. Experience, not book education, is sought, although ability to make simple maps and write intelligent reports upon ordinary reserve business is essential.

Although initial appointment as Forest Ranger is usually to the lowest grade, in cases of merit service therein may be only for a short probationary period. Increase of salary above the maximum for a Forest Ranger can be secured only through promotion to the position of Deputy Forest Supervisor or Forest Supervisor when a vacancy occurs. It is the policy to fill such vacancies by the promotion of Forest Rangers or Forest Assistants, when competent men can be found, rather than by appointment of men without forest reserve experience, although otherwise well fitted.

Where boats, saddle horses, or pack horses are necessary in the performance of their duty, rangers are required to own and maintain them.

The entire time of rangers must be given to the service. Engagement in any other occupation or employment is not permitted. Forest Rangers execute the work of the forest reserves under the direction of the Forest Supervisor. Their duties include patrol to prevent fire and trespass, estimating, surveying and marking timber, and the supervision of cuttings. They issue minor permits, build cabins and trails, enforce grazing restrictions, investigate claims, and arrest for violation of reserve laws.

FOREST GUARDS EMPLOYED DURING THE FIRE SEASON.

In addition to the permanent classified force which comprises the Forest Service, temporary assistants are employed during the season of serious danger from fires. These Guards are known as Forest Guards. They are paid at the rates of \$50 to \$60 a month, and serve only as long as they are absolutely required; in no case over six months in any one year.

No examination is required of applicants for the position of Forest Guard. They are employed when fire patrol or other special work requires addition to the regular reserve force. Applications for employment as Forest Guard must be made to the Forest Supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied. He may himself direct the work of Forest Guards or place them under the supervision of a ranger.

The position of Forest Guard should not be confused with the existing grade of third-class ranger, which now carries the same salary.

Approved:

JAMES WILSON,

Secretary of Agriculture.

GIFFORD PINCHOT,

Forester.

WASHINGTON, D. C., April 15, 1905.